

# News Letter

## AMERICAN MANAGEMENT ASSOCIATION

20 Vesey Street

New York, N. Y.

No. 6

October 15, 1923

### CONVENTION NUMBER

#### Annual Dinner

The annual convention dinner of the American Management Association will be held at 7:00 P.M., Tuesday, October 30, in the ballroom of Hotel Astor, New York, N. Y.

The theme of the dinner will be "Stabilizing Prosperity in America." Mr. Raymond B. Fosdick will preside. The speakers will be Mr. Willis H. Booth, President of the International Chamber of Commerce and Vice-President of the Guaranty Trust Company; Prof. David Friday, formerly President, Michigan Agricultural College, and Mr. John Hays Hammond, Chairman of the Federal Coal Commission.

A reservation form is being sent with this News Letter and reservations should be made in advance. Seatings will be arranged in the order in which the reservations are received. Those making the earliest reservations will be placed at the best tables.

Reservations should be made not later than 10:00 A.M. of Tuesday, October 30.

#### Registration

The registration booth for the convention will be on the 8th floor of the Hotel Astor. It is not necessary to make convention registration in advance. Those who do so will receive a badge at the registration booth which will open at 9 o'clock on Monday morning, October 29.

#### Individual Membership

Individual members of the Association receive one copy of each of the Association's general committee reports, the convention discussion of these committee reports, general convention addresses, the "American Management Review," a Bibliographical Service, and the publications of one selected Division (either Plant, Office or Sales).

Application forms will be available at the registration desk, but it is quite sufficient to apply by letter giving name, title, duties, and a brief statement concerning the applicant's education and experience, company and address.

Such an application will be presented to the membership committee and passed upon by the Board of Directors.

### **Proceedings**

The proceedings of the convention, including all general committee reports and the discussion of the reports, together with the addresses and their discussion are available to members of the Association.

Proceedings may be purchased by non-members at the sum of \$10 for the publications not including, however, the special investigations and convention proceedings of the Divisions.

It has become the practice of the Association to print only a comparatively small supply of the proceedings, in addition to what is actually needed at the time of printing. Therefore, persons who wish to secure copies of the proceedings, either by ordering them specially or by applying for membership, will find it of advantage to insure securing them by applying early—at least before the end of the year.

### **Meeting of Board of Councillors**

A brief meeting of the Board of Councillors will be held at 1:45 P. M., Monday, October 29, in the College Hall, 8th floor, Hotel Astor, New York, N. Y., and another meeting at 9:30 A. M., Tuesday, October 30, at the same place, for the purpose of selecting 15 nominees for the Board of Directors.

W. W. KINCAID, *Chairman.*

W. J. DONALD, *Secretary.*

### **Election of Board of Councillors**

Fifteen members at large of the Board of Councillors will have been selected for a two-year period when the ballots are counted on the afternoon of Tuesday, October 23, at the headquarters of the Association. Fifteen will continue as Councillors for a second term of the two-year period. Fifteen will be chosen from a list of thirty which were nominated.

The members of the Board of Tellers are as follows:

C. F. Pritchard, National Bank of Commerce,  
*Chairman.*

F. J. Kenny, The Ronald Press Company.

Birl Schultz, New York Stock Exchange.

Henry Miller, Guaranty Trust Company.

William G. Tice, Hills Brothers Co.

H. M. Trimmer, Intertype Corporation.

Raymond Farrell, Mergenthaler Linotype Co.

E. B. Greene, Western Electric Company.

R. A. Sigsbee, Federal Reserve Bank.

Ballots must be received at the offices of the Association by 3 o'clock Tuesday, October 23.

## Service

It is a satisfaction to reproduce the following letter from Mr. A. H. Lichty, Vice-President of the Colorado Fuel and Iron Company, Denver, Colorado:—

"This will acknowledge receipt of a number of different publications which have borne your rubber stamp statement within the past two weeks. 'We thought this would be of particular interest to our members,' etc. Many thanks for your thoughtfulness in forwarding the material. Thus far, I do not recall a single instance where I could not place the printed matter in the hands of someone who was directly interested in the matters you have discussed in each of the publications."

The pamphlets mentioned by Mr. Lichty are original documents contributed to the Association and distributed by the Association to its members. A partial list of these pamphlets and the company contributing each of them is as follows:

- "Selecting Salesmen," Phoenix Mutual Life Insurance Company.
- "Industrial Relations," Eastman Kodak Company.
- "Baker-Gompers Correspondence" purchased at cost from Cleveland Chamber of Commerce.
- "Report of the Personnel Department," New York Stock Exchange.
- "Educational Program," Westinghouse Electric & Manufacturing Company.
- "If History Repeats Itself," Alvan T. Simmonds.
- "Suggested Readings in Economics," Alvan T. Simmonds.
- "Salesmen's Expense Report Sheet," Atlantic Refining Company and Dennison Manufacturing Company.
- "Building Travelers Letters," Travelers Insurance Company.
- "Five Years of Employee Representation" under the Bethlehem Plan (by John Calder), Bethlehem Steel Company.
- "How Do You Use the Telephone," New York Telephone Company.
- "Civil Service Tests," National Research Council.
- "Home Office Service Retirement Annuities, Disability Allowances and Group Insurance," Prudential Insurance Company.
- "Eye Conservation in Industry," Eye Sight Conservation Council of America.
- "Readjustment in Industrial Relations", (Report of Committee of National Economic League), Sam A. Lewisohn.
- "Clerical Test," Atlantic Refining Company.
- "Employment Guarantee," Procter & Gamble Company.
- "Pension Plan," Procter & Gamble Company.
- "Helps for N. C. R. News Correspondents," National Cash Register Company.
- "Thirty-Three Ways by Which Irresponsible Vendors Snare Unwary Investors," Better Business Bureau.

# AMERICAN MANAGEMENT

20 Vesey Street,

Registration Fee \$3.00

CONVENTION

MONDAY, OCTOBER 1, 1917

9:50 A. M.	<b>OPENING ADDRESS: CO-ORDINATION: The Major Management Functions</b>	
10:15 A. M.	<b>SELECTING EMPLOYEES</b> Report of Committee on Employment Plans	<b>TENDENCIES IN THE FUTURE</b> Report of Committee on Future Tendencies
11:30 A. M.	<b>ECONOMICS FOR EMPLOYEES—METHODS AND CONTENT</b> Report of Committee on Economics for Employees	<b>COORDINATION OF BENEFITS</b> Report of Committee on Benefits
2:00 P. M.	<b>JOB DESCRIPTION AND MAN SPECIFICATIONS</b> Report of Committee on Job Analysis	<b>MEDICAL DEPARTMENT MANAGEMENT</b> Report of Committee on Medical Department Management
3:15 P. M.	<b>BASES OF REMUNERATION</b> Report of Committee on Remuneration for Employees	<b>RELATION OF THE FUTURE TO THE PRESENT</b> Report of Committee on Future Tendencies
4:30 P. M.	<b>COOPERATION WITH ENGINEERING COLLEGES</b> Report of Committee on Relations with Engineering Colleges	<b>DISTRIBUTING ADVERTISEMENTS OF THE PUBLIC</b> Report of Committee on Schools
8:00 P. M.	<b>ARE GRADUATES OF COLLEGIATE SCHOOLS OF BUSINESS SUCCESSFUL?</b>	

TUESDAY, OCTOBER 2, 1917

	OFFICE EXECUTIVES DIVISION	PLANT EXECUTIVES DIVISION
10:00 A. M.	<b>TRANSFER AND PROMOTION METHODS</b> Report of Committee	<b>APPRENTICE SYSTEM</b> Report of Committee
2:00 P. M.	<b>LABOR SAVING OFFICE EQUIPMENT</b> By Albert E. N. Gray, Assistant Home Office Supervisor, Prudential Insurance Company of America	<b>RELATION OF THE FUTURE TO THE PRESENT</b> By S. R. Reed, Ashland Company
3:00 P. M.	<b>TESTS FOR STENOGRAPHERS</b> By Bennett Schauffler, Employment Manager, United States Rubber Company	<b>LABOR EFFICIENCY</b> By N. I. Stone, man Company
4:00 P. M.	<b>OFFICE ABSENTEEISM AND TARDINESS</b> By B. J. Mullaney, Manager of Industrial Relations, Peoples Gas Light and Coke Co.	<b>FOLLOWING UP</b> By M. J. Kane, Works, G
5:00 P. M.	<b>ANNUAL MEETING: Report of President: Election of Nominating Committee</b>	
7:00 P. M.	<b>ANNUAL DINNER: STABILIZING PROSPERITY IN AMERICA: Presiding</b> Hammond	

WEDNESDAY, OCTOBER 3, 1917

10:00 A. M.	{	<b>PERSONNEL ADMINISTRATION IN COMPANIES WITH 1000 OR MORE EMPLOYEES</b>
11:15 A. M.		Report of Committee and Addresses on, "Training," "Employee Safety," "Health," "Employee Contacts," "Employment."
2:00 P. M.	<b>USING THE MOTION PICTURE IN PERSONNEL WORK—A Motion Picture</b>	
2:45 P. M.	<b>MANAGERIAL ACHIEVEMENT IN HUMAN ORGANIZATION—CAN IT BE MEASURED?</b>	
3:30 P. M.	<b>WHAT HAS HAPPENED TO SUPERVISION AND DISCIPLINE?—Address</b>	

# AGEMENT ASSOCIATION

Street, New York

## ION PROGRAM

Hotel Astor, New York, N. Y.

7, OCTOBER 29

Function, by President W. W. Kincaid.

### S IN TRAINING METHODS

of Committee on Employee Training

### ION AND ADMINISTRATION OF

of Committee on Benefit Systems

### DEPARTMENTS—THEIR SCOPE AND

of Committee on Health Supervision

### OF COMMUNITY TO PERSONNEL

of Committee on Community Cooperation

### ING AND UTILIZING THE PRODUCT

of Committee on Relations with Public

ceeding? Report of Committee on Relations with Collegiate Schools of Business

Y, OCTOBER 30

### EXECUTIVES DIVISION

#### E SYSTEMS

of Committee

#### OF THE EMPLOYMENT DEPARTMENT

R. Rectanus, Assistant Works Manager,  
aland Division, American Rolling Mill  
pany

#### ICIENCY IN GOOD AND BAD TIMES

. Stone, General Manager, Hickey Free-  
Company

#### G UP FOREMAN TRAINING

J. Kane, Personnel Director, West Lynn  
rks, General Electric Company

Committee: Election of Directors: Other Business

residing Officer Raymond B. Fosdick; Addresses by Willis H. Booth, David Friday, John Hays

### SALES EXECUTIVES DIVISION

#### TRAINING FOR SALESMEN

Report of Committee

The presentation and discussion of the committee report will begin at 10 a. m. The first three of the following six topics will be discussed in the morning and the others in the afternoon:

1. How to start the new salesman.
2. Coaching the salesman in the field.
3. Preparation of salesman's manual.
4. Training salesman in the sales convention.
5. Training of old salesman.
6. Guiding principles in organizing a course in training.

DAY, OCTOBER 31

### OR LESS

#### CONFERRING WITH EMPLOYEES

Report of Committee on Employee Cooperation

vee Service,"

#### SELECTING THE SUPERVISORY FORCES

Report of Committee on Supervisory Forces

on Picture Prepared Under the Auspices of the Committee on Visualized Training

IT BE MEASURED?—Address By Sam A. Lewisohn, Vice-Pres. and Treas., Miami Copper Co.

Address By Elisha Lee, Vice-President, Pennsylvania Railway System